

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: www.GSAAdvantage.gov.

Schedule Title: Financial and Business Solutions
FSC Group: 520
Contract Number: GS-23F-0043V



For more information on ordering from Federal Supply Schedules click on the FSS Schedules at fss.gsa.gov.

Contract Period: March 17, 2009 to March 16, 2014

Contractor Name: Key & Associates, P.C.

Address: 8630 Fenton Street, Suite 316
Silver Spring, MD 20910-3814

Phone Number: 301-608-3033

Fax Number: 301-608-0039

Web site: www.bkeycpa.com

Contact for contract administration: Beatrice P. Key, CPA

Business size: Small, 8(a) Firm, Woman-owned, Small
Disadvantaged, Minority-owned

Prices Shown Herein Are Net (discount deducted)

Updated on: June 13, 2011

W W W . B K E Y C P A . C O M

CUSTOMER INFORMATION PAGE

- 1a.** 520-7 Financial and Performance Audits
 520-11 Accounting
 520-13 Complementary Financial Management Services
- 1b.** Awarded Pricing

Labor Category	3/17/2009 through 3/16/2010	3/17/2010 through 3/16/2011	3/17/2011 through 3/16/2012	3/17/2012 through 3/16/2013	3/17/2013 through 3/16/2014
SIN 520-7 FINANCIAL AND PERFORMANCE AUDITS					
Partner	\$ 192.68	\$ 198.46	\$ 204.42	\$ 210.55	\$ 216.87
Senior Manager	\$ 175.56	\$ 180.82	\$ 186.25	\$ 191.84	\$ 197.59
Manager	\$ 128.46	\$ 132.31	\$ 136.28	\$ 140.37	\$ 144.58
Senior Associate	\$ 102.77	\$ 105.85	\$ 109.02	\$ 112.29	\$ 115.66
Associate	\$ 64.23	\$ 66.15	\$ 68.14	\$ 70.18	\$ 72.29
SIN 520-11 ACCOUNTING					
Partner	\$ 166.46	\$ 171.46	\$ 176.60	\$ 181.90	\$ 187.35
Director	\$ 110.99	\$ 114.32	\$ 117.75	\$ 121.28	\$ 124.92
Senior Manager	\$ 110.99	\$ 114.32	\$ 117.75	\$ 121.28	\$ 124.92
Manager	\$ 115.61	\$ 119.08	\$ 122.65	\$ 126.33	\$ 130.12
Senior Associate	\$ 64.23	\$ 66.15	\$ 68.14	\$ 70.18	\$ 72.29
Associate	\$ 55.11	\$ 56.76	\$ 58.46	\$ 60.22	\$ 62.02
SIN 520-13 COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES					
Partner	\$ 156.72	\$ 161.42	\$ 166.26	\$ 171.25	\$ 176.39
Director	\$ 138.73	\$ 142.89	\$ 147.18	\$ 151.60	\$ 156.14
Senior Manager	\$ 73.73	\$ 75.95	\$ 78.22	\$ 80.57	\$ 82.99
Manager	\$ 101.91	\$ 104.97	\$ 108.11	\$ 111.36	\$ 114.70
Senior Associate	\$ 75.36	\$ 77.62	\$ 79.95	\$ 82.35	\$ 84.82
Associate	\$ 55.32	\$ 56.98	\$ 58.69	\$ 60.45	\$ 62.27

*Yearly escalation factor is prior year's hourly rate plus 3%

1c. LABOR CATEGORY DESCRIPTIONS

Educational Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelor's Degrees
Bachelors Degree+ 2 years additional experience	Equals	Master's Degree
Masters Degree+ 4 years additional experience	Equals	Ph.D.

Experience Substitutions:

A Ph.D. may be substituted for 8 years of required experience.
A Masters Degree may be substituted for 6 years of required experience.
A Bachelors Degree may be substituted for 4 years of required experience.

Partner

Minimum Education: Bachelor's Degree

Minimum Experience: 20 years of applicable financial or business consulting experience, including substantial experience in managing Federal Procurement Contracts.

Functional Responsibility: Provides strong executive level management and direction; possesses a detailed understanding of the industry's best business practices; holds ultimate responsibility for organizing and directing overall engagement performance; establishes and ensures final technical and quality control authority; responsible for accomplishing all goals and objectives within prescribed timeframe and funding parameters; negotiates and makes decisions for the firm; participates in project status committee meetings as an Authorized Firm Representative to resolve issues through utilization of Firm resources diverse project management experiences; and ensures compliance with Firm policies, professional standards, contracts and legal requirements.

Director

Minimum Education: Bachelor's Degree

Minimum Experience: 12 years of applicable financial or business consulting experience, including substantial experience in managing projects under Federal Procurement Contract requirements.

Functional Responsibility: Provides strong executive level management, direction and coordination with client; is responsible for department and project planning, execution, performance and coordination functions of a designated project to ensure contract performance requirements and objectives meet or exceed client's expectations, service standards, applicable professional standards, and the Firm's overall objective of professional excellence. Is a leader in strategic, business, and action planning; maintains responsibility for formulating work standards, creating strategic project objectives, and managing client issues and feedback; directs client communications and is a senior communication person with client leaders and executives along with the Partner.

Senior Manager

Minimum Education: Bachelor's Degree

Minimum Experience: 10 years of applicable financial or business consulting experience, including experience in managing projects associated with client requirements.

Functional Responsibility: Possesses expertise in areas such as business systems consulting, logistics management, strategic planning, business process reengineering, change management, or other appropriate functional and technical areas; and schedules and allocates work, provides advice, guidance, and training to subordinates and recommends and determines personnel actions for department.

Manager

Minimum Education: Bachelor's Degree

Minimum Experience: Seven (7) years of applicable financial or business consulting experience, including experience in managing projects associated with client requirements.

Functional Responsibility: Responsible for overall project management of smaller projects and leads project teams on larger projects

Senior Associate

Minimum Education: Bachelor's Degree

Minimum Experience: Two (2) years of applicable financial or business consulting experience, including experience in managing projects associated with client requirements.

Functional Responsibility: Produces project deliverables; leads the daily work activities related to task orders; and reports to the Manager or other Supervisor. Experienced in business process reengineering, benchmarking, computer training, total quality management and/or other management or operational consulting.

Associate

Minimum Education: Bachelor's Degree

Minimum Experience: One (1) years of applicable financial or business consulting experience, including experience in managing projects associated with client requirements.

Functional Responsibility: Collects data generates work product and performs other project tasks under the supervision of the Senior and/or Manager.

2. Maximum order: \$1,000,000
3. Minimum order: \$300.00
4. Geographic coverage (delivery area): Domestic delivery only.
5. Point(s) of production (city, county, and state or foreign country):
City: Silver Spring, County: Montgomery, State: Maryland
6. Discount from list prices or statement of net price: To be negotiated at the task order level.

- 7. Quantity discounts: Not applicable
- 8. Prompt payment terms: 1% discount for payment within 15 days; NET 30
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. – Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. – Yes
- 10. Foreign items: Not applicable.
- 11a. Time of delivery: To be negotiated at the task order level.
- 11b. Expedited delivery: To be negotiated at the task order level.
- 11c. Overnight and 2-day delivery: As agreed.
- 11d. Urgent requirements: See contract clause I-FSS-14-B. Agencies can contact the contact for contract administration to obtain faster delivery.
- 12. F.O.B. point(s): Destination.
- 13a. Ordering address (es): Key & Associates, P.C.
8630 Fenton Street, Suite 316
Silver Spring, MD 20910-3814
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address: Key & Associates, P.C.
8630 Fenton Street, Suite 316
Silver Spring, MD 20910-3814
- 15. Warranty provision: Not applicable
- 16. Export packing charges: Not applicable.
- 17. Government purchase card accepted up to the standard acquisition level of \$100,000.
- 18. Terms and conditions of rental maintenance and repair – Not applicable
- 19. Terms and conditions of installation – Not applicable
- 20a. Terms and conditions of repair parts – Not applicable
- 20b. Terms and conditions for any other services – Not applicable
- 21. List of service and distribution points – Not applicable
- 22. List of participating dealers – Not applicable
- 23. Preventative maintenance – Not applicable
- 24a. Special attributes such as environmental attributes - Not applicable
- 24b. Not applicable
- 25. Data Universal Number System (DUNS) number: 119288889
- 26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered, Registration valid to 03/17/2012

FIRM BACKGROUND

Key & Associates, P.C. (KEY), Certified Public Accountants (CPAs) is a full service accounting, management and computer consulting firm located in Silver Spring, Maryland (**Primary NAICS Code: 541211**). KEY was incorporated in 2002 and **certified as an 8(a)** disadvantaged minority business by the U.S. Small Business Administration in 2003. **A woman-owned business**, KEY was established to provide its clients (which comprise of the federal government, state and local government agencies and commercial organizations) with proficient, affordable and quality auditing, accounting, tax, management and computer consulting and business and financial advisory services. KEY has distinguished itself from other CPA and consulting firms by taking an objective-oriented approach to getting the job done. This approach encompasses: qualified, experienced, and committed personnel; timely delivery of services; management focus on project oversight; and an approach that addresses both technical and administrative project demands.

A strong commitment to our clients and creative solutions to complex business issues characterizes our abilities. We are highly regarded for our professional objectivity, innovation, and quality people and service. We direct our efforts toward providing cost-effective, timely services of the highest caliber to our clients.

KEY has broadened its expertise by utilizing the services of a select group of companies and consultants specializing in management and computer consulting services, i.e., financial management systems reviews, internal control evaluations, conducting surveys, ADP consulting, management information systems services, computer hardware and software development, technical support services, and other specialized services. By combining our teaming partners with our own talents and resources, we believe we have assembled client service teams that are unsurpassed.



Our Personnel

KEY has over fifty full-time employees. We have a well-rounded and diverse staff with skills and experiences in a number of areas. Our employees hail from some of the well-known schools and employers in the Washington, DC area such as:

AUDIT & CONSULTING STAFF		ADMINISTRATIVE DIVISION	TOTAL
Partners	1		1
Managers	3	1	4
Supervisors	3		3
Seniors	9		9
Staff	12	17	29
Admin Support	2	3	5
Total	30	21	51

Client Base

Our client base includes various federal, state and local agencies and commercial organizations ranging in size and volume. Our staff has had experience with the following agencies:

- The U.S. Patent and Trademark Office
- The Department of Housing and Urban Development
- The Department of Commerce
- The Department of Education
- The Department of Agriculture
- The Department of Labor
- The Consumer Product Safety Commission
- The Equal Employment Opportunity Commission
- The General Services Administration
- The Pension Benefit Guaranty Corporation
- Montgomery County Housing Opportunity Commission

Services

We have full-time employees dedicated to providing timely services of the highest caliber. Some of the services performed by KEY include, but are not limited to, the following:

Audit Services – Governmental, Non-Profit, Single, and Commercial Audits;

Financial Management and Reporting Services – Monthly preparation of financial statements, reconciliation of bank and credit card statements

Accounting Technology Consulting – Selection, Installation, Training and Support for Automated Accounting systems;

Training and Seminars – Technical as well as administrative topics.

Management Advisory Services – Planning and consulting for Internal Control Structure, Budgeting, Pensions, Accounting Systems Design, Payroll, Indirect Cost Allocation Plans and other services requested by clients for Governmental, Non-Profit and Commercial entities;

Audit Services:

Financial Audits

KEY has performed financial audits in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS), and Generally Accepted Accounting Principles (GAAP). Preparing financial statements provides an opportunity for an independent professional to review operations and improve financial management. Our objective is to provide superior audit and accounting service without disrupting the normal operations of the business

SAS 70 Audits

SAS 70 audits are used to report the results of the tests of whether or not controls are operating effectively. We have performed SAS 70 audits for a service organization that serves HUD loans. In addition, we have integrated a review of FISMA requirements as part of the SAS 70 audit.

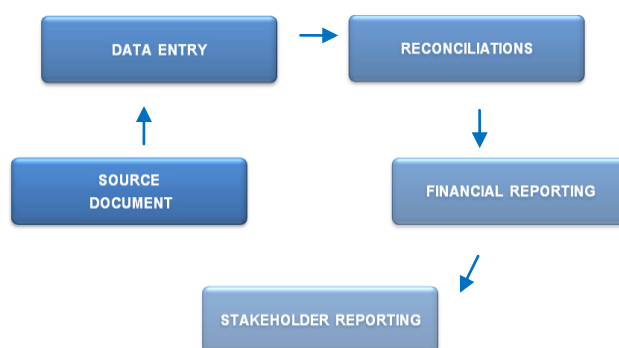
AUDITING PHASES



Financial Management and Reporting Services

KEY has provided budgetary, accounting and financial management and reporting services to USPTO. We are providing a significant level of service in support of USPTO's highly automated and complex financial operations and key programs. We also provide workpapers to support year-end audits.

MONTHLY ACCOUNTING CYCLE



Accounting Technology Consulting:

KEY provides financial accounting systems services which include selecting and set-up of the accounting system as well as data processing procedures. We have performed bookkeeping services using Deltek, MAS 90, Peachtree and QuickBooks accounting systems. We process data to provide management with current financial reporting on a monthly or quarterly basis as required by our customers. We have also provided training to transition from maintaining the books for our clients to assisting with recruiting the internal bookkeeper.

Our primary goal is to help organizations improve the efficiency of financial management systems with an objective to improve the flow of information and provide useful financial managerial reports. We address and encourage use of personal computers (single user or local area networks) to perform accounting, financial and administrative operations. Our services include: consulting on specific automation issues; evaluation of existing systems; conducting requirements analysis; negotiating system acquisition and support contracts and overseeing system implementation as well as provide ongoing training and support.

Training and Seminars:

We have experience in providing basic training in accounting fundamentals. Ms. Key has taught college accredited courses to adult learners such as: *Basic Accounting*, *Financial Accounting and Cost Accounting*. She has also delivered training on *Federal Regulations for Proper Timekeeping Procedures* for federal contractors.

Management Advisory Services:

KEY has performed numerous consulting projects for Federal and Local Governments and commercial organizations. This experience provides us with unique qualifications that utilize the depth of our business skills. Consulting projects include: strategic planning with an emphasis on assisting in managing the growth of the business while increasing profits; develop marketing strategies; cost saving reviews; profit improvement studies; implementing and maintaining accounting systems; and developing policies and procedures manuals.

We have also performed project and company administration reviews to improve the flow of information, reduce paperwork and establish meaningful management reporting documents. We also provide outsourcing functions and are adept at special projects and compliance reviews.

RELEVANT EXPERIENCE

Agency: General Services Administration
Type of Project: Accounting Support Services
Prime/Subcontract: Prime

Description:

KEY is currently under contract with GSA to provide Accounting Support Services in three areas: Contract Specialist, Program Analyst and Building Manager. The following is a list of services provided within each of the aforementioned categories:

Contract Specialist

- Issues contract awards (Task/Delivery/Purchase Orders) based upon requisition guidelines;
- Provides contract administration and monitoring to ensure compliance with contract terms and conditions;
- Approves payment of contractor invoices for goods and services;
- Performs contract closeout actions.

Program Analyst

- Prepares statistical and research reports and processes information requests.

Building Manager

- Manages fourteen GSA owned or leased properties;
- Performs quarterly financial audits to track and verify where and how budgeted funds were expended;
- Maintains the status of projects and completion dates within the contracting database systems (e.g., Comprizon, Maximo and Pegasys).

Agency: U.S. Department of Housing and Urban Development
Type of Project: Single Family Post Claims Review
Prime/Subcontract: Prime

Description:

KEY, along with its contractors, performs on-site and in-house post claim and follow-up reviews at more than 100 mortgage companies each year. This requires a team of trained reviewers to inspect the contents of mortgage insurance claim files from various mortgage companies that service and sometimes hold the mortgage notes in default. The review team analyzes legal documents for compliance with FHA processing requirements, ensures that preservation and protection costs are allowable and fully documented, and reviews files for compliance with FHA loss mitigation requirements. The team cites any non-compliance and calculates a proposed refund to HUD. The team provides mortgage lenders with technical advice and recommendation on how to better maintain mortgage files and improve foreclosure document processes and procedures to avoid penalties.

Agency: U.S. Department of Commerce (DOC)
U.S. Patent and Trademark Office (USPTO)
Type of Project: Accounting and Financial Analysis
Prime/Subcontract: Prime

Description:

KEY is currently providing budgetary, accounting, and financial management and reporting services at USPTO. KEY is providing a significant level of service in support of USPTO's highly automated and complex financial operations and key programs. Each year, USPTO generates over \$1 billion in annual revenues from delivering a wide variety of intellectual property services, and related products. Each business day, the USPTO deposits approximately \$4 million into the General Fund of the Treasury. The USPTO processes a large volume of credit card and check collections, cash collections, Internet payments, electronic fund transfers, and lock box collections. The USPTO also processes daily payments to a wide variety of vendors and other government agencies of nearly \$3.5 million. The USPTO's total assets exceed \$1 billion.

The key account analysis and reconciliation tasks listed below are performed to ensure USPTO's compliance with federal accounting standards, fund control requirements, OMB, DOC, or other external requirements.

- Conduct analyses of general and subsidiary ledger account transactions for compliance with federal GAAP, OMB requirements, and agency requirements.
- Conduct monthly reviews and analyses of key balance sheet accounts and budget object classifications (BOCs) and propose monthly journal entries.
- Assist in the monthly, quarterly and annual general ledger closing processes, ensuring that all adjusting entries, accrued liabilities, deferrals, and customer liabilities for unearned fees and deposits are complete and accurate.

Agency: U.S. Department of Housing and Urban Development
Type of Project: HUD Single Family Post Insurance Division Claims
Support Center
Prime/Subcontract: Prime (currently Subcontractor)

Description:

KEY, along with its subcontractors, was under contract for three years with FHA to operate the Single Family Claims Support Center. As of August 2009, Key became a subcontractor to Williams Adley Company, LLP. Our objective is to enable FHA to achieve reliable processing of claims at an economic outsourcing cost. The Team is responsible for the manual processing of supplemental claims and is responsible for maintaining an automated system for establishing receivables owed by mortgagees that receive excess claim payments, due to their misstatement of expense amounts. These accounts must be created, monitored, and updated according to the specifics related to each case, including determining the correct account for posting collections that are received and generating demand letters. Our Team performs daily procedures related to:

- Supplemental Claims Processing
- Accounts Receivable Maintenance and Collection
- Document Analysis, Control, and Processing
- File Maintenance

Government Administration Services Federal Supply Schedule Price List

Agency:	U.S. Department of Housing and Urban Development
Type of Project:	HUD LASS Reviews
Prime/Subcontract:	Prime

Description:

KEY is currently under contract with FHA to provide compliance monitoring services by reviewing audited financial statements and supplemental reports received annually through the **Lender Assessment Sub-System (LASS)** from Mortgagees and Lenders participating in FHA Insurance Programs. Our team substantiates that the LASS submissions are completed by the lenders based on the lenders' financial statements and supplemental reports that were audited by independent certified public accountants (CPA) in accordance with the HUD Handbook 2000.04 Rev 2, *Consolidated Audit Guide for Audits of HUD Programs*. We accomplish the specific tasks detailed in the contract by mastering and refining the performance of the following four functions:

- Examine hard copy audited financial statements and supplemental reports;
- Establish whether lenders' independent CPAs are properly licensed in the state in which the Lender's home office is located;
- Assist the Office of Lender Activities (OLA) in implementing Quality Assurance procedures on the LASS submission to enable the FHA-approved Lender to be properly recertified;
- Develop a system for monitoring project progress and quality control procedures in contract management.
- Performs quarterly financial audits to track and verify where and how budgeted funds were expended;
- Maintains the status of projects and completion dates within the contracting database systems (e.g., Comprizon, Maximo and Pegasys).

Company/Property:	Montgomery County Fire and Rescue Departments
Type of Project:	Audit Services
Prime/Subcontract:	Subcontractor

Description:

On an annual basis, KEY performs financial and compliance audits in accordance with Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS). Beatrice Key has served as Audit Partner for over nine (9) years. Specifically, the auditing services relate to the budgetary financial statements of 14 independent fire departments and 1 rescue squad that receives monies appropriated by the Council.

- Schedule fieldwork audits for 14 fire departments and 1 rescue squad
- Prepare fieldwork for 14 fire departments and 1 rescue squad
- Prepare financial statements
- Prepare management letters
- Attend year end meeting with County Council to present financials